

ALBUQUERQUE AREA
ORGANIZATIONAL CHARTS & FUNCTIONAL STATEMENTS

March 4, 1980

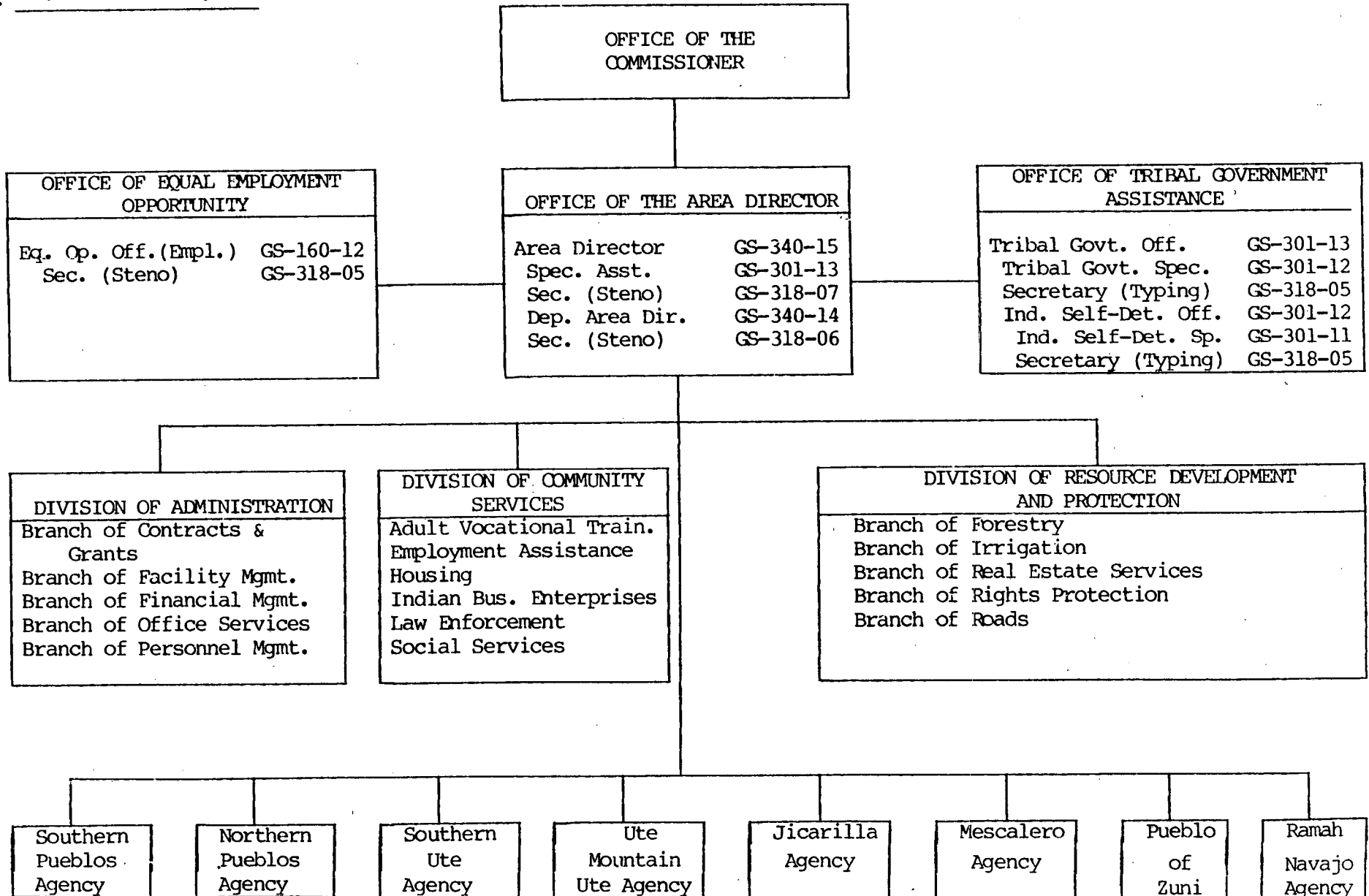
5 BIAM 2.1, Attachment 1

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APPROVED: *Keith F. Payne*
Acting Area Director

BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA

DATE: MAR 04 1980



NOTE: Last major change requiring Commissioner's approval was approved on March 25, 1976.

ALBUQUERQUE AREA OFFICE
FUNCTIONAL STATEMENTS

1. OFFICE OF THE AREA DIRECTOR. The Area Director is a line officer responsible to the Commissioner of Indian Affairs for planning, directing, coordinating, and controlling, in accordance with established policies, all authorized Bureau activities in the Albuquerque Area including Equal Employment, Tribal Government Assistance, Administration, Community Services, and Resource Development and Protection; and for implementing to the greatest extent possible Indian Self-Determination. He represents the Bureau in dealings with the Indians, the public, state governments, and other Federal agencies within the scope of all Area operations; directs the application and implementation of overall policies and programs of operating offices by providing technical advice and review, evaluating performance, and coordinating those features of programs which are wider in scope of application than the jurisdiction of a single operating office; recommends to the Commissioner revisions of policies, programs, procedures, and regulations. He is assisted in these functions by a Deputy Area Director, who shares line authority, a Special Assistant and two specialists who perform functions which require focus within the immediate Office of the Area Director, and three division chiefs who head major functional areas.
 - A. OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY. The Equal Employment Opportunity Officer is responsible to the Area Director for providing staff assistance to carry out the Area's Equal Employment Opportunity program. Coordinates with the Central, Area, and operating offices in developing plans and procedures to promote equal opportunity in all Area operations without regard to race, color, religion, sex, national origin, age or handicap within the framework of Indian preference as applied in the Bureau.
 - B. OFFICE OF TRIBAL GOVERNMENT ASSISTANCE. The Tribal Operations Officer is responsible to the Area Director for providing staff assistance to carry out Bureau activities relating to tribal special services, tribal management services, tribal enrollment services, tribal long range program planning, and for coordinating Area activities for tribal self-determination as they relate to P. L. 93-638, Indian Self-Determination and Education Assistance Act of January 5, 1975. Provides advice and assistance to the tribes in development of tribal government activities and procedures, tribal and judgment rolls, comprehensive plans reflecting socio-economic and other needs as stated by individual tribal communities, annual budgets which will support priority needs and programs and assists in the Area Director's review of approval, and provides assistance in the preparation of organic documents. Provides technical direction to operating office personnel who give direct planning services and assistance to Indian tribes.

2. DIVISION OF ADMINISTRATION. The Administrative Officer is responsible to the Area Director for planning, directing and controlling Bureau programs designed to give support service to all parts of the Area. These programs include the functions of contracting, procurement, property management, program and budget, finance and accounting, management analysis, information systems, records and communications, personnel management, safety management, and facilities management. Develops policies and procedures for control of these programs and advises the Area Director thereon; represents the Area Director in maintaining liaison and coordination with the Commissioner's Office of Administration and other Federal, state, and local agencies on matters relating to the functions of this Division. He is assisted in carrying out these programs by five branch chiefs who head major functional areas.

A. Branch of Contracts & Grants. The Supervisory Contract Specialist is responsible to the Administrative Officer for: planning, organizing, staffing, directing, and controlling the contracts and grants activities for the Albuquerque Area; exercising total contract and grant authority for the Albuquerque Area; insuring that the P. L. 93-638 Contracts and Grants, which comprise of approximately 110 contracts and 23 grants with the 24 tribes served by the Area, are properly processed within the time frames and with the special requirements dictated by 25 CFR 271-7; providing technical assistance to program and tribal officials concerning contract-grant application and administration processes; providing direction to the designated Contracting Officer's Representatives located in the Area Office and at 11 field offices; developing materials for the training at all levels of responsibility in contract and grant operations and for actual participation in training sessions; and for providing advice to management in all areas of contracts and grants activities.

B. Branch of Facility Management. The Supervisory General Engineer is responsible to the Chief, Division of Administration, for providing staff assistance to the agencies and tribes in program development, technical guidance and assistance, inspection and evaluation, feasibility surveys and studies, architectural and engineering plans and specifications and construction management to facilitate the development of effective programs for the improvement and operation and maintenance of buildings, structures and utility systems, and to assure proper execution and conformance with Facility Management program objectives.

C. Branch of Financial Management. The Financial Manager is responsible to the Administrative Officer for: planning, organizing, administering and controlling the functions of program and budget, finance and accounting, and management analysis for the Area. Is assisted by three specialists.

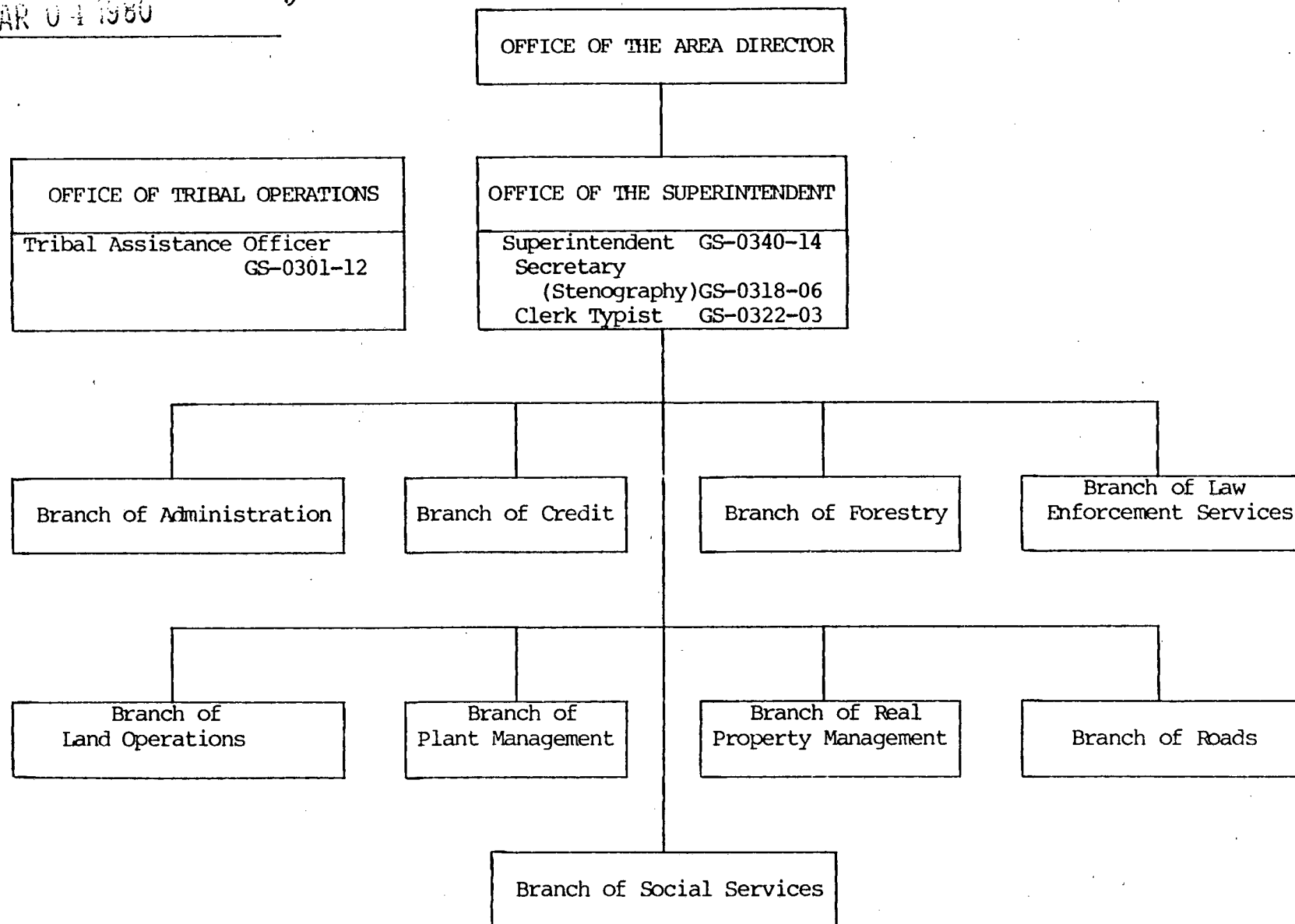
a) Management Analysis. Is responsible for analyzing, recommending, establishing, and enforcing Area policies and procedures governing organization and position management, and conducting and/or participating in evaluations and reviews to determine the effectiveness of Area and agency operations and making recommendations to improve operations and/or resolve management problems.

- 1) Finance & Accounting Section. Responsible for all accounting and finance services for the Area which support the Bureau's centralized and computerized accounting system; and, for providing staff technical assistance to Area operating personnel and all tribes and tribal governments served in this Area.
 - a) Accounting Unit. Responsible for internal audits of Imprest Cashiers, Collection Officers and Student Fund Custodians. They also monitor contract payments and advances which are handled through Letter of Credit or Treasury Check procedures. Training and technical assistance is provided to tribes and tribal organizations in establishing or improving accounting systems and procedures. Conducts reconciliations of accounts payable and undelivered orders, travel and contract advances and accounts receivable. Two employees are designated as Assistant Disbursing Officers for payment of fire fighters involved in forest fire suppression. The Unit also coordinates investments of tribal funds in the Central Office Investment Program.
 - b) Encoding Unit. Responsible for entering all types of financial transactions into the centralized computer and receiving print-outs from the computer. They also audit travel vouchers, discount invoices, grants and advances and schedule them for payment through the Regional Disbursing Office, in Denver.
 - c) Financial Trust Services (IIM) Unit. Maintains the records of tribal and individual trust accounts under the Indian Service Disbursing Agency. This constitutes issuing checks and recording deposits into their accounts. Responsible for receipt and deposit of all collections received within the Albuquerque Area and making deposits in the local depository.
- 2) Programs & Budget Section. Is responsible for 1) gathering, compilation, and presentation of information relating to future year planning and programming of Bureau funds and staff and 2) the planning, preparation, and examination and submission of budget reports of all activities in support of program objectives of the Bureau for general, special, trust, revolving and working funds. The Section allocates and apportions funds and reimbursements; renders technical advice and assistance to program personnel on a day-to-day basis; reviews financial programs for conformance with allocations, specific needs or limitations, extracts, condenses and analyzes computer print-outs and other documents for obligation against financial programs and makes recommendations accordingly. Describes and measures the impact of Bureau programs. Prepares budget reports of a specialized nature as required by the Central Office and other agencies. Prepares recurring and special evaluations and analyses.

APPROVED: *K. T. L. Payne*
Acting Area Director

DATE: MAR 04 1980

BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA
JICARILLA AGENCY

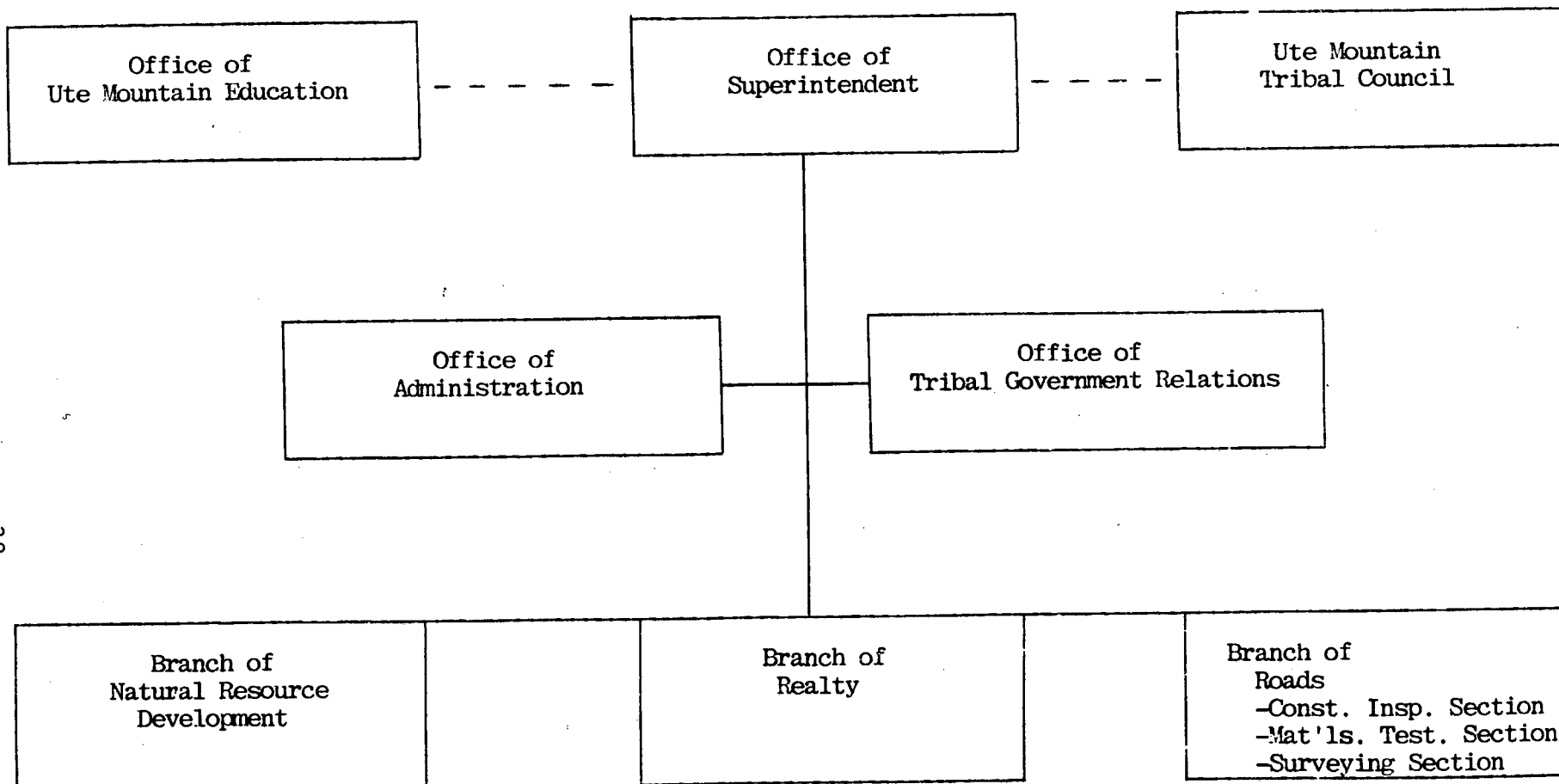


JICARILLA AGENCY
FUNCTIONAL STATEMENTS

1. Office of the Superintendent. The Jicarilla Agency Superintendent is responsible in line capacity to the Albuquerque Area Director for: directing, executing, and coordinating the various programs of the Jicarilla Apache Indian Agency together with the administrative responsibility required in their daily operations; furnishing technical staff assistance and advice to the Jicarilla Tribal President, Vice-President and Council when requested; assisting the Jicarilla Apache leadership in developing and attaining short range objectives and collaborating with these Tribal leaders in the overall and long range planning for their social and economic development including active participation by the Jicarilla Apache Tribal membership; establishing and continuing good and sound public relations; and, enlisting the assistance and cooperation of the various other governmental, state, county and interested independent organizations in furthering the work of the Bureau of Indian Affairs for and in the best interest of the progressive Jicarilla Apache Tribe.
 - A. Office of Tribal Operations. The Tribal Assistance Officer is responsible to the Superintendent for: coordinating the preparation, execution, and control of reservation wide program planning consistent with the goals and objectives of the Jicarilla Apache Tribe; maintaining continuous contacts with the Tribal Government, Agency branches, other governmental reservation agencies, non-Indian public and private agencies, in order to provide advice and assistance for reservation wide development; quantifying the needs and wants of the Indians, the Bureau of Indian Affairs, and adjacent non-Indian communities as they relate to reservation wide program planning; lending guidance to the Tribal Government in the preparation and execution of annual budgets; preparing the annual Agency budget; establishing and maintaining contacts with firms interested in establishing industrial and/or commercial activities on the reservation; and, maintaining a public relations program designed to support reservation development and maximum utilization of Indian labor and resources.
2. Branch of Administration. The Administrative Officer is responsible to the Superintendent for: serving as an assistant in the overall administration of Agency programs with full authority to make administrative commitments and decisions in line with applicable policies, rules and regulations; planning, organizing, coordinating, and controlling the administrative support functions of fiscal control and budget execution, personnel management and property and supply; furnishing advice and guidance to Agency branches in the development and operation of administrative practices and procedures; and, serving as the Superintendent's principal advisor on matters which are Agency wide in scope including policy formulation.

Recommended: J. F. C. [Signature]
Date: 1-9-80
Approved: [Signature]
Date: 1/12/80

BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA
UTE MOUNTAIN AGENCY



BUREAU OF INDIAN AFFAIRS
UTE MOUNTAIN UTE AGENCY

1. Office of the Superintendent. The Superintendent is responsible to the Albuquerque Area Director for: planning, implementing, directing and controlling the programs of Administration, Tribal Government Relations which includes Community Services and Tribal Operations, Natural Resources, Realty, and Roads; is the official representative of the Bureau of Indian Affairs at this location for carrying out the Federal trust responsibility to Indians; implementing and directing the policy of Indian Self-Determination, especially as provided for in P.L. 93-638; and for providing support services of budget execution, finance and accounting, procurement and property management and personnel management.

Is responsible for providing assistance to the Ute Mountain Tribal leadership in the development of management capabilities and attainment of stated goals and objectives for short and long term improvement of social and economic conditions; providing technical assistance to the elected Tribal leaders; and integrating all Agency programs toward a unified and coordinated approach.

- A. Office of Administration. Is responsible to the Superintendent for: planning, implementing, directing, and controlling the administrative support functions of fiscal control and budget execution, personnel management and property and supply; is the assistant to the Superintendent in overall administration of Agency programs with full authority to make administrative commitments and decisions in line with applicable policies, rules and regulations; furnishing advice and guidance to Agency branches in the development and operation of administrative practices and procedures; serving as the Superintendent's principal advisor on matters which are Agency wide in scope including policy formulation; working with each branch in implementing their current fiscal year program plans and funding requirements in line with Tribal priorities; providing technical assistance to the Tribal leadership and administrative staff related to current program priorities; provides technical assistance for Tribal budget preparation when requested; and expedites investment of Tribal funds to adequately finance the Tribal budget yet still realize the highest possible return on their invested funds.
- B. Office of Tribal Government Relations: Is responsible to the Superintendent for: planning, implementing, directing and controlling the overall preparation and presentation of the Zero Base Budget for the Agency; working with each Bureau and Tribal branch in developing their future program plans and funding requests in line with expressed Tribal priorities; providing staff assistance to the Superintendent in coordination of BIA and Tribal programs to jointly accomplish stated goals and objectives; and providing liaison between the BIA and the Allen Canyon Ute Council, an organization representing the approximately 300 Ute Mountain Tribal members residing in the White Mesa Community which is located 85 miles away from the Agency and main body of the Tribe.